ST/IC/1998/2

UNITED NATIONS

INDEX

TO

INFORMATION CIRCULARS

JANUARY 1998

INTRODUCTION

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars at United Nations Headquarters that have been issued since November 1996. The index is issued annually.*

2. This index comprises the following sections:

(a) Information circulars, by alphanumeric symbol, issued in November and December 1996;

(b) Information circulars, by alphanumeric symbol, issued in 1997;

(c) Information circulars listed according to subject matter.

3. This index should be read in conjunction with the index to the administrative issuances (ST/IC/1998/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the optical disk system.

5. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax (212) 963-1068.

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* The numerical and subject indexes to administrative issuances, previously issued under the symbol ST/AI/218/Rev.18 and Add.1, are replaced by ST/IC/1998/1 for administrative issuances (Secretary-General's bulletins and administrative instructions) and ST/IC/1998/2 for information circulars.

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* On 1 June 1997 a new system for information circulars entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/2.

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INDEX TO INFORMATION CIRCULARS*

A. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN NOVEMBER AND DECEMBER 1996**

Symbol	Date issued	Subject	Remarks
ST/IC/1995/78/ Add.1	26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1 and ST/IC/88/10
ST/IC/1996/25/ Add.1	6/11/96	1995 Field Service promotions	
ST/IC/1996/62	1/11/96	Post adjustment classification for New York	Superseded by ST/IC/1997/6
ST/IC/1996/63	4/11/96	Time off for voting on United States election day	Superseded by ST/IC/1997/69
ST/IC/1996/64	6/11/96	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Superseded by ST/IC/1997/7
ST/IC/1996/65	8/11/96	First day of issue: "50th Anniversary of UNICEF" stamps and souvenir cards and 1996 annual collection folders	
ST/IC/1996/66	12/11/96	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1996/75
ST/IC/1996/67	12/11/96	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1996/76

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* A revised system of indexing administrative issuances and information circulars has been established in accordance with Secretary-General's bulletins ST/SGB/1997/1 and ST/SGB/1997/2. The index to the administrative issuances is contained in ST/IC/1998/1.

** Information circulars ST/IC/1996/1 to ST/IC/1996/61 were indexed in administrative instruction ST/AI/218/Rev.18 and Add.1 dated November 1996.

Symbol	Date issued	Subject	Remarks
ST/IC/1996/68 ST/IC/1996/68/ Corr.1	15/11/96 6/12/96	Official holidays and closure of Headquarters buildings to the public	Superseded by ST/IC/1997/80
ST/IC/1996/69	27/11/96	World AIDS Day - 2 December 1996	
ST/IC/1996/70	3/12/96	After-school recreation and study programme for United Nations children	Superseded by ST/IC/1997/45
ST/IC/1996/71	4/12/96	Competitive examination for promotion to the Professional category of staff members from other categories	Superseded by ST/IC/1997/84
ST/IC/1996/72	6/12/96	Staff performance appraisal	Superseded by ST/IC/1997/83
ST/IC/1996/73	10/12/96	Payment of income taxes	See also ST/IC/84/80 and ST/IC/87/64 in section C.XI.16
ST/IC/1996/74	12/12/96	Language proficiency examinations	See ST/IC/1997/23 and ST/IC/1997/53
ST/IC/1996/75	13/12/96	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1996/66 and ST/IC/1997/4
ST/IC/1996/76	13/12/96	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1996/67 and ST/IC/1997/5
ST/IC/1996/77	18/12/96	Language and communication skills training - 1997 programme	See also ST/IC/1997/23 and ST/IC/1997/53. See ST/IC/1997/78 for 1998 programme
ST/IC/1996/78	23/12/96	Van Breda medical, hospital and dental insurance	Paragraphs 8-24 only. See ST/IC/1997/91

B. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN 1997

Symbol	Date issued	Subject	Remarks
ST/IC/1997/1	2/1/97	Address by the Secretary-General	See also ST/IC/1997/42
ST/IC/1997/2	7/1/97	Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1997/73
ST/IC/1997/3 ST/IC/1997/3/ Corr.1	7/1/97 21/1/97	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
ST/IC/1997/4	14/1/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1996/75 and ST/IC/1997/14
ST/IC/1997/5	14/1/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1996/76 and ST/IC/1997/15
ST/IC/1997/6	14/1/97	Post adjustment multiplier for New York	Superseded by ST/IC/1997/71
ST/IC/1997/7	14/1/97	Pensionable remuneration for staff in the Professional category and above and for staff in the Field Service category	Superseded by ST/IC/1997/73
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
ST/IC/1997/9	28/1/97	First day of issue: "1997 Flag series" stamps, stationery and definitive stamps	
ST/IC/1997/10	31/1/97	Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters	See also ST/IC/1994/17 and ST/IC/1995/51 (para. 6) in section C.XI.13 and ST/IC/1997/74 (para. 5)

Symbol	Date issued	Subject	Remarks
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386 and ST/IC/1997/70
ST/IC/1997/12	5/2/97	Decision taken by the General Assembly on human resources management issues	Superseded by ST/AI/1997/7. See also ST/IC/1997/77
ST/IC/1997/13	18/2/97	New requirements by the host country for personal employees on a G-5 visa	See also ST/IC/1996/49 in section C.XI.17 and ST/IC/1997/18
ST/IC/1997/14	18/2/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1997/4 and ST/IC/1997/19
ST/IC/1997/15	18/2/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1997/5 and ST/IC/1997/20
ST/IC/1997/16	25/2/97	First day of issue: "1997 Endangered species" series and stationery	
ST/IC/1997/17	4/3/97	International Women's Day	
ST/IC/1997/18	6/3/97	Household employees of United Nations staff members: participation in the United States Social Security Programme	See also ST/IC/1996/49 in section C.XI.17 and ST/IC/1997/13
ST/IC/1997/19	14/3/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1997/14 and ST/IC/1997/24
ST/IC/1997/20	14/3/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1997/15 and ST/IC/1997/25
ST/IC/1997/21	31/3/97	Official holiday	See also ST/AI/283 and ST/IC/1997/80
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269, and ST/IC/1992/66 and Amend.1 in section C.III.2

Symbol	Date issued	Subject	Remarks
ST/IC/1997/23	8/4/97	Language proficiency examinations	See also ST/AI/207, and ST/IC/1995/73 and ST/IC/1996/77 in section C.XI.15 and ST/IC/1997/53
ST/IC/1997/24	16/4/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1997/19 and ST/IC/1997/30
ST/IC/1997/25	16/4/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1997/20 and ST/IC/1997/31
ST/IC/1997/26	18/4/97	Take Our Daughters to Work Day	
ST/IC/1997/27	7/5/97	First day of issue: "Earth Summit + 5" stamps, souvenir sheets and maximum cards	
ST/IC/1997/28	5/5/97	Mobility and hardship allowance	See also ST/AI/363 and Corr.1 and Add.1 and 2, and ST/IC/1990/37 in section C.XI.2 and ST/IC/1997/38
ST/IC/1997/29	19/5/97	Improvements in the Aetna health insurance plan	See also ST/IC/1997/32
ST/IC/1997/30	13/5/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1997/24 and ST/IC/1997/34
ST/IC/1997/31	13/5/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1997/25 and ST/IC/1997/35
ST/IC/1997/32	28/5/97	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1997, and annual enrolment campaign, 2-6 June 1997	See annex VIII of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. See also ST/IC/1997/29

Symbol	Date issued	Subject	Remarks
ST/IC/1997/33	29/5/97	Cessation of tobacco smoking at United Nations Headquarters, New York	See also ST/AI/407
ST/IC/1997/34	16/6/97	Placement and promotion list for staff in the Professional category and above	See also ST/IC/1997/30 and ST/IC/1997/40
ST/IC/1997/35	16/6/97	Placement and promotion list for staff in the General Service and related categories	See also ST/IC/1997/31 and ST/IC/1997/41
ST/IC/1997/36	16/6/97	Special arrangements for admission to the premises, parking and catering facilities during the nineteenth special session of the General Assembly	
ST/IC/1997/37	24/6/97	United Nations harassment survey	Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253 and ST/AI/379, and ST/IC/1992/67 in section C.XI.7
ST/IC/1997/38	26/6/97	Mobility and hardship allowance	Expiration date: 1/7/1998. See also ST/AI/363 and Corr.1 and Add.1 and 2, and ST/IC/1990/37 in section C.XI.2 and ST/IC/1997/28
ST/IC/1997/39	1/7/97	Fireworks display on Friday, 4 July 1997	
ST/IC/1997/40	11/7/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/34 and ST/IC/1997/50
ST/IC/1997/41	11/7/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/35 and ST/IC/1997/51

Symbol	Date issued	Subject	Remarks
ST/IC/1997/42	14/7/97	Briefing by the Secretary-General	See also ST/IC/1997/1
ST/IC/1997/43	15/7/97	New system for the promulgation of administrative issuances	Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2
ST/IC/1997/44	23/7/97	United Nations garage	Expiration date: 31/8/2000. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/54 and ST/IC/1997/87
ST/IC/1997/45	12/8/97	After-school recreation and study programme for United Nations children	Expiration date: 31/1/1998. See ST/IC/1997/88
ST/IC/1997/46	13/8/97	First day of issue: "Transportation" stamps	Expiration date: 31/8/1997
ST/IC/1997/47	13/8/97	1998 competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/8/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/81 and ST/IC/1997/84
ST/IC/1997/48	13/8/97	Working hours during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/AI/408
ST/IC/1997/49	14/8/97	United Nations Sabbatical Leave Programme for the year 1998	Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1 in section C.XI.5
ST/IC/1997/50	19/8/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/40 and ST/IC/1997/59
ST/IC/1997/51	19/8/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/41 and ST/IC/1997/60

Symbol	Date issued	Subject	Remarks
ST/IC/1997/52	22/8/97	1998 national competitive recruitment examinations	Expiration date: 31/12/1998. See also ST/SGB/210 and ST/AI/1997/1
ST/IC/1997/53	25/8/97	1998 language proficiency examinations	Expiration date: 31/12/1998. See also ST/AI/207, and ST/IC/1995/73 and ST/IC/1996/77 in section C.XI.15, and ST/IC/1997/23
ST/IC/1997/54	8/9/97	United Nations garage	Expiration date: 31/8/2000. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/44 and ST/IC/1997/87
ST/IC/1997/55	9/9/97	Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56
ST/IC/1997/56	10/9/97	Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/IC/1997/55
ST/IC/1997/57	10/9/97	Membership of the 1996/1997 Field Service Promotion Review Panel	Expiration date: 31/12/1998. See also ST/IC/1997/89
ST/IC/1997/58	11/9/97	Staff day 1997	
ST/IC/1997/59	18/9/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/50 and ST/IC/1997/64

Symbol	Date issued	Subject	Remarks
ST/IC/1997/60	18/9/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/51 and ST/IC/1997/65
ST/IC/1997/61	18/9/97	Implementation of a new desktop operating system on personal computers at United Nations Headquarters	Expiration date: 31/12/1998
ST/IC/1997/62	19/9/97	Employment of retirees	Expiration date: 31/12/1998. See also ST/AI/213/Rev.1
ST/IC/1997/63	25/9/97	First day of issue: "Tribute to Philately" stamps and souvenir card	Expiration date: 31/10/1997
ST/IC/1997/64	13/10/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/59 and ST/IC/1997/75
ST/IC/1997/65	13/10/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/60 and ST/IC/1997/76
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/277
ST/IC/1997/67 ST/IC/1997/67/ Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1
ST/IC/1997/68	21/10/97	United Nations Day - 24 October 1997	Expiration date: 25/10/1997
ST/IC/1997/69	22/10/97	Time off for voting on United States election day	Expiration date: 5/11/1997
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11

Symbol	Date issued	Subject	Remarks
ST/IC/1997/71	31/10/97	Post adjustment classification for New York	
ST/IC/1997/72	3/11/97	First day of issue: "The Terracotta Warriors" stamps and prestige booklets, and the 1997 annual collection folders	Expiration date: 30/11/1997
ST/IC/1997/73	11/11/97	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1997/2
ST/IC/1997/74	13/11/97	Revised salary scale for staff in the Security Service category at Headquarters	See also ST/IC/1994/17 and ST/IC/1995/51 in section C.XI.13 and ST/IC/1997/10 (para. 4)
ST/IC/1997/75	17/11/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/64 and ST/IC/1997/85
ST/IC/1997/76	17/11/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/65 and ST/IC/1997/86
ST/IC/1997/77	20/11/97	Recruitment procedures for Professional staff	Expiration date: 31/12/1997. See also ST/AI/1997/7
ST/IC/1997/78	21/11/97	Language and communication skills training at Headquarters - 1998 programme	Expiration date: 31/12/1998. See also ST/AI/113 and ST/AI/207, and ST/IC/1995/73 in section C.XI.15
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, and ST/IC/88/10 and ST/IC/1993/8 in section C.XI.3

Symbol	Date issued	Subject	Remarks
ST/IC/1997/80	25/11/97	Official holidays and closure of Headquarters buildings to the public	Expiration date: 1/3/1998. See also ST/AI/283 and ST/IC/1997/21
ST/IC/1997/81	8/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84
ST/IC/1997/82	9/12/97	Mental health - medical and employee assistance facilities	Expiration date: 31/12/1999. See also ST/AI/372
ST/IC/1997/83	11/12/97	Revised performance appraisal system	Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8
ST/IC/1997/84	10/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81
ST/IC/1997/85	16/12/97	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1997. See also ST/IC/1997/75
ST/IC/1997/86	16/12/97	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1997. See also ST/IC/1997/76
ST/IC/1997/87	19/12/97	United Nations garage	Expiration date: 31/12/1998. See also ST/AI/349, and ST/IC/86/49 (para. 2) and ST/IC/1994/4 in section C.I.2, ST/IC/1997/44 and ST/IC/1997/54
ST/IC/1997/88	22/12/97	After-school recreation and study programme for United Nations children	Expiration date: 30/6/1998. See also ST/IC/86/21 (paras. 3 and 7) in section C.XI.9

Symbol	Date issued	Subject	Remarks
ST/IC/1997/89	23/12/97	1996/1997 Field Service promotions	Expiration date: 31/12/1998. See also ST/IC/1997/57
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
ST/IC/1997/91	31/12/97	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/1998. See also ST/IC/1996/78, paragraphs 8-24

C. INFORMATION CIRCULARS LISTED ACCORDING TO SUBJECT MATTER
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC/--)

Symbol	Date issued	Subject	Remarks
		I. BUILDINGS, PREMISES AND SECURITY	
		1. Buildings and premises	
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/59	27/8/84	Use of automated elevators	
ST/IC/86/16	13/3/86	New catering arrangements	See also ST/IC/83/50 above and ST/IC/84/86 in section C.VI.4
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	See also section C.I.2
ST/IC/89/23/Rev.1	1/6/93	Second floor of General Assembly and Conference buildings as a restricted area	
ST/IC/1990/79	29/11/90	Meditation Room located in the visitors' lobby of the General Assembly building	
ST/IC/1991/47	8/8/91	Catering services	Paragraph 2. See also ST/IC/83/50
ST/IC/1993/47	2/9/93	Catering services	See also ST/IC/83/50 above and ST/IC/84/86 in section C.VI.4
ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323

Symbol	Date issued	Subject	Remarks
ST/IC/1997/36	16/6/97	Special arrangements for admission to the premises, parking and catering facilities during the nineteenth special session of the General Assembly	
ST/IC/1997/39	1/7/97	Fireworks display on Friday, 4 July 1997	
ST/IC/1997/55	9/9/97	Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56
ST/IC/1997/56	10/9/97	Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/IC/1997/55
ST/IC/1997/80	25/11/97	Official holidays and closure of Headquarters buildings to the public	Expiration date: 1/3/1998. See also ST/AI/283, and ST/IC/1997/21 in section C.XI.5

2. Garage

ST/IC/80/55	4/8/80	Vehicle service station	
ST/IC/83/61/Rev.1	27/9/83	Garage access	See also ST/IC/86/7, ST/IC/88/2 and ST/IC/1996/11
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/86/7	24/1/86	Closure of the United Nations service drive	See also ST/IC/83/61/Rev.1, ST/IC/88/2 and ST/IC/1996/11
ST/IC/86/33	23/5/86	Parking of motorcycles and bicycles	See also ST/AI/349 and ST/IC/1994/4

Symbol	Date issued	Subject	Remarks
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2. See also ST/IC/1994/4
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	See also ST/IC/83/61/Rev.1, ST/IC/86/7 and ST/IC/1996/11
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349, ST/IC/86/49 (para. 2), ST/IC/1997/44, ST/IC/1997/54 and ST/IC/1997/87
ST/IC/1996/11	7/2/96	Service drive entrance at 48th Street	See also ST/IC/83/61/Rev.1, ST/IC/86/7 and ST/IC/88/2
ST/IC/1997/44	23/7/97	United Nations garage	Expiration date: 31/8/2000. See also ST/AI/349, ST/IC/86/49 (para. 2), ST/IC/1994/4, ST/IC/1997/54 and ST/IC/1997/87
ST/IC/1997/54	8/9/97	United Nations garage	Expiration date: 31/8/2000. See also ST/IC/1997/44
ST/IC/1997/87	19/12/97	United Nations garage	Expiration date: 31/12/1998. See also ST/IC/1997/54
		3. Passes	
ST/IC/86/28	6/5/86	Relocation of the Pass and Identification Unit Office	
		4. Safety	
ST/IC/84/18	2/3/84	Guidelines for work with visual display units	
ST/IC/84/18/ Amend.1	12/7/89		

Symbol	Date issued	Subject	Remarks
		5. Security	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387 and ST/IC/89/50
ST/IC/84/91	28/12/84	Security arrangements	See also ST/AI/387
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387 and ST/IC/84/85
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	See also ST/IC/1992/14
ST/IC/1992/14	28/2/92	Computer virus alert	See also ST/IC/1990/8
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
		II. CLAIMS	
ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	
ST/IC/1991/71 ST/IC/1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
		III. COMMUNICATIONS, ARCHIVES AND RECORDS	
		1. Archives and records	
No information circulars apply at present.			

Symbol	Date issued	Subject	Remarks
		2. Communications, correspondence and mailing	
ST/ADM/SER.A/1636	12/9/72	Use of cable communications	See also ST/IC/86/61
ST/IC/77/30	22/6/77	Special envelopes for delivery of cables	
ST/IC/78/22	4/4/78	Increased cost of telephone services	
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	See also ST/IC/84/90
ST/IC/81/64	10/9/81	Change of zip code for Post Office Box 20 address	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387 and ST/IC/89/50
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	See also ST/IC/80/75
ST/IC/86/61	18/11/86	Transmission of official United Nations cables	See also ST/ADM/SER.A/1636
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/89/21	27/3/89	Measures taken to improve messenger services: institution of messenger unit zoning system	See also ST/IC/1996/24
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387 and ST/IC/84/85
ST/IC/1992/66 ST/IC/1992/66/ Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269 and ST/IC/1997/22
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	

Symbol	Date issued	Subject	Remarks
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1995/70
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	See also ST/IC/1994/49
ST/IC/1996/24	10/4/96	Inter-office mail deliveries and use of special messengers	See also ST/IC/89/21
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386 and ST/IC/1997/70
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269 and ST/IC/1992/66 and Amend.1
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11

3. Pouch

ST/IC/1993/36	6/7/93	Diplomatic pouch automated voice information system	See also ST/AI/368
ST/IC/1996/20	11/3/96	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	See also ST/AI/368 and ST/IC/1993/36

Symbol	Date issued	Subject	Remarks

IV. CONFERENCES

No information circulars apply at present.

V. DOCUMENTS AND PUBLICATIONS

1. General

ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1992/76 in section C.VII
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361

2. Regulations for the control and limitation of documentation

No information circulars apply at present.

VI. FINANCE

1. Financial arrangements

No information circulars apply at present.

2. General

ST/ADM/SER.A/1938	5/2/76	Adjustment of mid-month salary advances	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276 and ST/IC/1994/38
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/SGB/276 and ST/IC/1993/53

Symbol	Date issued	Subject	Remarks
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278, ST/SGB/280 and Amend.1 and ST/IC/1996/12
ST/IC/1996/12	6/2/96	Implementation of General Assembly decisions on the programme budget for the biennium 1996-1997	See also ST/SGB/278, ST/SGB/280 and Amend.1 and ST/IC/1995/74
ST/IC/1997/43	15/7/97	New system for the promulgation of administrative issuances	Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2

3. Financial regulations and rules

No information circulars apply at present.

4. Revenue-producing activities*

ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86, ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/84/86	11/12/84	Credit policy for use of the Delegates Dining Room and related catering services	
ST/IC/86/16	13/3/86	New catering arrangements	See also ST/IC/83/50
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2. See also ST/IC/1994/4
ST/IC/1990/61	23/9/90	1989 United Nations Peace Medal and 1989 commemorative medals	
ST/IC/1991/47	8/8/91	Catering services	Paragraph 2. See also ST/IC/83/50

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* For United Nations stamps, see information circulars listed in sections A and B above.

Symbol	Date issued	Subject	Remarks
ST/IC/1993/47	2/9/93	Catering services	See also ST/IC/83/50
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349, and ST/IC/86/49 (para. 2) above and ST/IC/1997/44, ST/IC/1997/54 and ST/IC/1997/87 in section C.I.2

5. Trust funds and special accounts

No information circulars apply at present.

VII. GENERAL OFFICE PROCEDURES

ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/78/22	4/4/78	Increased cost of telephone services	
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	See also ST/IC/84/90
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/83/21	18/4/83	Personnel directives	
ST/IC/83/21/Add.1	1/3/84		
ST/IC/83/21/Add.2	23/7/84		
ST/IC/83/21/Add.3	24/10/84		
ST/IC/83/21/Add.4	27/7/88		
ST/IC/83/21/Add.5	5/8/88		
ST/IC/83/21/Add.6	13/12/88		
ST/IC/83/21/Add.7	14/4/89		
ST/IC/83/21/Add.8	4/5/89		
ST/IC/83/21/Add.9	25/5/89		
ST/IC/83/21/Add.10	13/6/89		
ST/IC/83/21/Add.11	25/9/90		
ST/IC/83/21/Add.12	5/10/90		
ST/IC/83/21/Add.13	26/10/90		
ST/IC/83/21/Add.14	9/1/91		
ST/IC/83/21/Add.15	14/5/91		
ST/IC/83/21/Add.16	7/4/92		

Symbol	Date issued	Subject	Remarks
ST/IC/83/21/Add.17 ST/IC/83/21/Add.18 ST/IC/83/21/Add.19 ST/IC/83/21/Add.20	3/11/92 23/4/93 25/7/94 15/5/95	Personnel directives (contd.)	
ST/IC/84/18 ST/IC/84/18/ Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	See also ST/IC/80/75
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/88/18	29/3/88	Office paper recycling programme in the Secretariat building	See also ST/IC/1992/76 and ST/IC/1994/13
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	See also ST/IC/1992/14
ST/IC/1991/4	30/1/91	Software products for microcomputers	See also ST/AI/355, ST/AI/359, ST/AI/361, ST/AI/386, ST/IC/1990/8, ST/IC/1992/14, ST/IC/1995/41, ST/IC/1995/54, ST/IC/1995/72 and ST/IC/1997/61
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386 and ST/IC/1995/54
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	See also ST/IC/1990/8
ST/IC/1992/66 ST/IC/1992/66/ Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269 and ST/IC/1997/22

Symbol	Date issued	Subject	Remarks
ST/IC/1992/76	20/11/92	Recycling programme at Headquarters	See also ST/IC/88/18 and ST/IC/1994/13
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276 and ST/IC/1994/38
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	
ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1992/76
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/SGB/276 and ST/IC/1993/53
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1995/70
ST/IC/1995/27	12/5/95	Internet project	
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361
ST/IC/1995/54	25/8/95	Windows 95 software	See also ST/AI/347, ST/AI/355, ST/AI/386, ST/IC/1991/4, ST/IC/1991/18 and ST/IC/1997/61
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section C.XI.4 and ST/IC/1994/49
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355

Symbol	Date issued	Subject	Remarks
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386 and ST/IC/1997/70
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269 and ST/IC/1992/66 and Amend.1
ST/IC/1997/43	15/7/97	New system for the promulgation of administrative issuances	Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2
ST/IC/1997/61	18/9/97	Implementation of a new desktop operating system on personal computers at United Nations Headquarters	Expiration date: 31/12/1998
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11
		VIII. LIBRARY	
ST/ADM/SER.A/1872	13/6/75	Library services: The New York Times Information Bank	
ST/ADM/SER.A/1932	3/2/76	Circulation of newspapers	
ST/IC/78/43	30/6/78	United Nations Bibliographical Information System (UNBIS)	
		IX. MISSIONS	
ST/IC/1993/23	5/4/93	Missions roster	See also ST/SGB/277, ST/AI/404 and ST/IC/1995/8
ST/IC/1995/8	28/2/95	Mission readiness workshops	See also ST/IC/1993/23

Symbol	Date issued	Subject	Remarks
		X. ORGANIZATIONAL STRUCTURE	
		1. General	
ST/IC/86/43	18/8/86	Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	See also ST/AI/336 and ST/IC/87/63
ST/IC/87/63	24/12/87	Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Intergovernmental Experts	See also ST/AI/336 and ST/IC/86/43
		2. Institutes	
ST/IC/83/9	25/2/83	New status of the United Nations Institute for Disarmament Research	
		3. Secretariat departments and units	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/89/24	28/3/89	Records management services	See also ST/SGB/242
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
		4. Secretariat boards and committees	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416

Symbol	Date issued	Subject	Remarks
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86 in section C.VI.4 and ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 in section C.I.1
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and Amend.1
ST/IC/1991/71 ST/IC/1991/71/ Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1994/37	17/8/94	Membership of the Joint Advisory Committee at Headquarters	See also ST/SGB/200/Rev.1
ST/IC/1995/78 ST/IC/1995/78/ Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1, and ST/IC/88/10 in section C.XI.3
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1 and ST/AI/371, and ST/IC/88/10 in section C.XI.3
ST/IC/1996/46	29/7/96	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	
ST/IC/1996/51 ST/IC/1996/51/ Add.1	8/8/96 31/10/96	Membership of the Appointment and Promotion Panel	

Symbol	Date issued	Subject	Remarks
ST/IC/1997/57	10/9/97	Membership of the 1996/1997 Field Service Promotion Review Panel	Expiration date: 31/12/1998. See also ST/IC/1997/89
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/277
ST/IC/1997/67 ST/IC/1997/67/ Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, and ST/IC/88/10 and ST/IC/1993/8 in section C.XI.3

5. Units servicing voluntary programmes

No information circulars apply at present.

XI. PERSONNEL

1. Administration-staff relations

ST/IC/83/21	18/4/83	Personnel directives
ST/IC/83/21/Add.1	1/3/84	
ST/IC/83/21/Add.2	23/7/84	
ST/IC/83/21/Add.3	24/10/84	
ST/IC/83/21/Add.4	27/7/88	
ST/IC/83/21/Add.5	5/8/88	
ST/IC/83/21/Add.6	13/12/88	
ST/IC/83/21/Add.7	14/4/89	
ST/IC/83/21/Add.8	4/5/89	
ST/IC/83/21/Add.9	25/5/89	
ST/IC/83/21/Add.10	13/6/89	
ST/IC/83/21/Add.11	25/9/90	
ST/IC/83/21/Add.12	5/10/90	
ST/IC/83/21/Add.13	26/10/90	
ST/IC/83/21/Add.14	9/1/91	
ST/IC/83/21/Add.15	14/5/91	
ST/IC/83/21/Add.16	7/4/92	
ST/IC/83/21/Add.17	3/11/92	
ST/IC/83/21/Add.18	23/4/93	
ST/IC/83/21/Add.19	25/7/94	
ST/IC/83/21/Add.20	15/5/95	

Symbol	Date issued	Subject	Remarks
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86 in section C.VI.4 and ST/IC/86/16, ST/IC/1991/47 (para. 2) and ST/IC/1993/47 in section C.I.1
ST/IC/88/10	1/3/88	Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme	See also ST/AI/371 and ST/IC/1995/79
ST/IC/1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and Amend.1
ST/IC/1993/8	28/1/93	Report on the work of the Panel on Discrimination and Other Grievances	See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1997/79
ST/IC/1994/37	17/8/94	Membership of the Joint Advisory Committee at Headquarters	See also ST/SGB/200/Rev.1
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1 and ST/IC/88/10
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10
ST/IC/1997/43	15/7/97	New system for the promulgation of administrative issuances	Expiration date 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1993/8

Symbol	Date issued	Subject	Remarks
		2. Allowances, entitlements and grants	
ST/IC/82/48	1/7/82	Dependency allowances	See also ST/AI/278/Rev.1, ST/AI/366 and Amend.1, ST/IC/1995/51 (para. 6), ST/IC/1996/40, ST/IC/1997/3 and Corr.1, ST/IC/1997/10 (para. 4) and ST/IC/1997/74 (para. 5)
ST/IC/89/22	28/3/89	Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality	
ST/IC/1990/37	24/5/90	Implementation of the mobility and hardship allowance	See also ST/AI/363 and Corr.1 and Add.1 and 2, ST/IC/1997/28 and ST/IC/1997/38
ST/IC/1990/63	30/8/90	Language allowance for staff in the Trades and Crafts category at Headquarters	See also ST/IC/1997/10
ST/IC/1992/18	6/3/92	Separation payments for staff in the Professional and higher categories	
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6. See also ST/IC/1997/10 and ST/IC/1997/74
ST/IC/1996/40	9/7/96	Dependency benefits	See also ST/AI/278/Rev.1

Symbol	Date issued	Subject	Remarks
ST/IC/1996/43	19/7/96	Threshold percentage for the purpose of calculating rental subsidies	See also ST/AI/350 and Amend.2 and 3
ST/IC/1997/3 ST/IC/1997/3/ Corr.1	7/1/97 21/1/97	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
ST/IC/1997/10	31/1/97	Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters	Paragraph 4
ST/IC/1997/28	5/5/97	Mobility and hardship allowance	See also ST/AI/363 and Corr.1 and Add.1 and 2, ST/IC/1990/37 and ST/IC/1997/38
ST/IC/1997/38	26/6/97	Mobility and hardship allowance	Expiration date: 31/7/1998. See also ST/IC/1997/28
ST/IC/1997/74	13/11/97	Revised salary scale for staff in the Security Service category at Headquarters	Paragraph 5
		3. Appeals	
ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/IC/82/7	3/2/82	Internal recourse procedures in the United Nations Secretariat	See also ST/AI/371 and ST/IC/88/10
ST/IC/88/10	1/3/88	Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme	See also ST/AI/371 and ST/IC/1995/79
ST/IC/1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and Amend.1

Symbol	Date issued	Subject	Remarks
ST/IC/1993/8	28/1/93	Report on the work of the Panel on Discrimination and Other Grievances	See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1997/79
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1 and ST/IC/88/10
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/277
ST/IC/1997/67 ST/IC/1997/67/Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1
ST/IC/1997/79	24/11/97	Composition of the Panel on Discrimination and Other Grievances at Headquarters	Expiration date: 23/10/1999. See also ST/AI/308/Rev.1, ST/IC/88/10 and ST/IC/1993/8

4. Appointments, placement and promotion*

ST/IC/87/63	24/12/87	Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Inter-governmental Experts	See also ST/AI/336, and ST/IC/86/43 in section C.X.1

* For placement and promotion lists issued during the period 1 November 1996 to 31 December 1997, see sections A and B above.

Symbol	Date issued	Subject	Remarks
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37
ST/IC/1993/66 ST/IC/1993/66/ Corr.2 ST/IC/1993/66/ Add.1	2/12/93 8/8/94 2/12/93	Placement and promotion	See also ST/SGB/267, ST/AI/413, ST/IC/1994/49 and ST/IC/1995/70
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267, ST/AI/413, ST/IC/1993/66 and Corr.2 and Add.1 and ST/IC/1995/70
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	See also ST/IC/1994/49
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278 and ST/SGB/280 and Amend.1, and ST/IC/1996/12 in section C.VI.2
ST/IC/1996/25/ Add.1	6/11/96	1995 Field Service promotions	
ST/IC/1996/46	29/7/96	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	
ST/IC/1996/51 ST/IC/1996/51/ Add.1	8/8/96 31/10/96	Membership of the Appointment and Promotion Panel	
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/113 and ST/AI/207, and ST/IC/1997/78 in section C.XI.15

Symbol	Date issued	Subject	Remarks
ST/IC/1997/37	24/6/97	United Nations harassment survey	Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67.
ST/IC/1997/57	10/9/97	Membership of the 1996/1997 Field Service Promotion Review Panel	Expiration date: 31/12/1998. See also ST/IC/1997/89
ST/IC/1997/77	20/11/97	Recruitment procedures for Professional staff	See also ST/AI/1997/7
ST/IC/1997/81	8/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84
ST/IC/1997/83	11/12/97	Revised performance appraisal system	Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8
ST/IC/1997/84	10/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81
ST/IC/1997/89	23/12/97	1996/1997 Field Service promotions	Expiration date: 31/12/1998. See also ST/IC/1997/57

5. Attendance, leave and working hours

ST/IC/79/10	24/1/79	Unauthorized absence	
ST/IC/1996/41 ST/IC/1996/41/Corr.1	11/7/96 31/10/96	United Nations Sabbatical Leave Programme for the year 1997	See ST/IC/1997/49 for the Sabbatical Leave Programme for the year 1998
ST/IC/1997/21	31/3/97	Official holiday	See also ST/AI/283 and ST/IC/1997/80

Symbol	Date issued	Subject	Remarks
ST/IC/1997/48	13/8/97	Working hours during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/AI/408
ST/IC/1997/49	14/8/97	United Nations Sabbatical Leave Programme for the year 1998	Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1
ST/IC/1997/69	22/10/97	Time off for voting on United States election day	Expiration date: 5/11/1997
ST/IC/1997/80	25/11/97	Official holidays and closure of Headquarters buildings to the public	Expiration date: 1/3/1998. See also ST/AI/283 and ST/IC/1997/21

6. Delegation of authority

No information circulars apply at present.

7. Duties and obligations

ST/ADM/SER.A/277	8/10/54	Standards of conduct in the international civil service	See also ST/IC/82/13 and ST/IC/1996/10
ST/ADM/SER.A/1303	24/1/69	Staff conduct at meetings	
ST/IC/82/13	26/2/82	Standards of conduct	See also ST/ADM/SER.A/277 and ST/IC/1996/10
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37

Symbol	Date issued	Subject	Remarks
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	
ST/IC/1996/10	2/2/96	Conduct of staff in their relations with government representatives	See also ST/ADM/SER.A/277 and ST/IC/82/13
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/37	24/6/97	United Nations harassment survey	Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
		8. Job classification systems	
ST/IC/1997/66	14/10/97	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/10/1999. See also ST/AI/277
ST/IC/1997/67 ST/IC/1997/67/ Amend.1	14/10/97 31/12/97	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 25/10/1999. See also ST/AI/358 and Amend.1
		9. General	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19

Symbol	Date issued	Subject	Remarks
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/84/18 ST/IC/84/18/ Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC//86/21	2/4/86	After-school recreation and study programme for United Nations children	Paragraphs 3 and 7. See also ST/IC/1997/45
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1997/37
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276 and ST/IC/1994/38
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/IC/1993/53
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	
ST/IC/1995/86	8/12/95	Booklet entitled AIDS and HIV Infection: Information for United Nations Employees and Their Families	

Symbol	Date issued	Subject	Remarks
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1996/69	27/11/96	World AIDS Day - 2 December 1996	
ST/IC/1997/1	2/1/97	Address by the Secretary-General	See also ST/IC/1997/42
ST/IC/1997/17	4/3/97	International Women's Day	
ST/IC/1997/26	18/4/97	Take Our Daughters to Work Day	
ST/IC/1997/33	29/5/97	Cessation of tobacco smoking at United Nations Headquarters, New York	See also ST/AI/407
ST/IC/1997/37	24/6/97	United Nations harassment survey	Expiration date: 31/12/1997. See also ST/SGB/154, ST/SGB/253, ST/AI/379 and ST/IC/1992/67
ST/IC/1997/39	1/7/97	Fireworks display on Friday, 4 July 1997	
ST/IC/1997/42	14/7/97	Briefing by the Secretary-General	See also ST/IC/1997/1
ST/IC/1997/43	15/7/97	New system for the promulgation of administrative issuances	Expiration date: 30/6/1998. See also ST/SGB/1997/1 and ST/SGB/1997/2
ST/IC/1997/45	12/8/97	After-school recreation and study programme for United Nations children	Expiration date 31/1/1998. See ST/IC/1997/88
ST/IC/1997/48	13/8/97	Working hours during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/AI/408
ST/IC/1997/55	9/9/97	Arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/SGB/259, ST/AI/387 and ST/IC/1997/56

Symbol	Date issued	Subject	Remarks
ST/IC/1997/56	10/9/97	Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-second session of the General Assembly	Expiration date: 31/12/1997. See also ST/IC/1997/55
ST/IC/1997/58	11/9/97	Staff day 1997	
ST/IC/1997/68	21/10/97	United Nations Day - 24 October 1997	Expiration date: 25/10/1997
ST/IC/1997/69	22/10/97	Time off for voting on United States election day	Expiration date: 5/11/1997
ST/IC/1997/82	9/12/97	Mental health - medical and employee assistance facilities	Expiration date: 31/12/1999. See also ST/AI/372
ST/IC/1997/83	11/12/97	Revised performance appraisal system	Expiration date: 31/12/1999. See also ST/SGB/1997/13 and ST/AI/1997/8
ST/IC/1997/88	22/12/97	After-school recreation and study programme for United Nations children	Expiration date 31/6/1998. See also ST/IC/86/21 (paras. 3 and 7)

10. Medical and other insurance

ST/ADM/SER.A/1459	1/10/70	Personal insurance assistance progamme	
ST/ADM/SER.1867	29/5/75	Changes in health insurance arrangements	Paragraphs 1 and 4
ST/IC/78/38	12/6/78	Group life insurance: changes in coverage	See also ST/IC/1996/42
ST/IC/86/20	26/3/86	Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme	
ST/IC/84/4	19/1/84	Changes in the Headquarters medical and dental insurance plans	

Symbol	Date issued	Subject	Remarks
ST/IC/86/44	15/9/86	Medical scheme for staff appointed under the 300 series of the Staff Rules	
ST/IC/86/72	29/12/86	Age limitation on the participation of dependent children in United Nations health insurance schemes	
ST/IC/87/33	19/6/87	Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters	See also ST/AI/343
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1996/42	17/7/96	Group life insurance - premium rate decrease and waiver of automatic increase	See also ST/IC/78/38
ST/IC/1996/78	23/12/96	Van Breda medical, hospital and dental insurance	Paragraphs 8-24 only. See also ST/IC/1997/91
ST/IC/1997/29	19/5/97	Improvements in the Aetna health insurance plan	See also ST/IC/1997/32
ST/IC/1997/32	28/5/97	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1997, and annual enrolment campaign, 2-6 June 1997	See annex VIII of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries. See also ST/IC/1997/29
ST/IC/1997/82	9/12/97	Mental health - medical and employee assistance facilities	Expiration date: 31/12/1999. See also ST/AI/372
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
ST/IC/1997/91	31/12/97	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/1998. See also ST/IC/1996/78 (paras. 8-24)

Symbol	Date issued	Subject	Remarks
		11. Pensions, post-retirement services and employment beyond retirement	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
ST/IC/1997/62	19/9/97	Employment of retirees	Expiration date: 31/12/1998. See also ST/AI/213/Rev.1
ST/IC/1997/73	11/11/97	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1997/2 in section C.XI.13
		12. Post adjustment	
ST/IC/88/55	22/9/88	Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421	
ST/IC/1994/7	17/2/94	Survey of out-of-area expenditures for post adjustment calculation	See also ST/IC/1995/48 and ST/IC/1997/71
ST/IC/1995/48	9/8/95	Survey of housing and domestic service costs in New York for calculation of post adjustment	
ST/IC/1997/71	31/10/97	Post adjustment classification for New York	
		13. Salary scales and payments	
ST/IC/1992/18	6/3/92	Separation payments for staff in the Professional and higher categories	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17

Symbol	Date issued	Subject	Remarks
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6. See also ST/IC/1997/10 and ST/IC/1997/74
ST/IC/1997/2	7/1/97	Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1997/73
ST/IC/1997/10	31/1/97	Revised salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters	See also ST/IC/1994/17 and ST/IC/1995/51 (para. 6) in section C.XI.2 and ST/IC/1997/74 (para. 5)
ST/IC/1997/73	11/11/97	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1997/2
ST/IC/1997/74	13/11/97	Revised salary scale for staff in the Security Service category at Headquarters	See also ST/IC/1994/17, ST/IC/1995/51 and ST/IC/1997/10

14. Staff regulations and rules

No information circulars apply at present.

Symbol	Date issued	Subject	Remarks
		15. Training, career development and examinations	
ST/IC/84/18 ST/IC/84/18/ Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/86/52	10/10/86	Career development and placement of staff	See also ST/SGB/166, ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1, ST/IC/1994/49 and ST/IC/1995/70 in section C.XI.4
ST/IC/86/62	24/11/86	Career development plan for the General Service and related categories in New York	See above
ST/IC/1993/66 ST/IC/1993/66/ Corr.2 ST/IC/1993/66/ Add.1	2/12/93 8/8/94 2/12/93	Placement and promotion	See also ST/SGB/267 and ST/AI/413, and ST/IC/1994/49 and ST/IC/1995/70 in section C.XI.4.
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/113, ST/AI/207 and ST/IC/1997/78
ST/IC/1996/41 ST/IC/1996/41/ Corr.1	11/7/96 31/10/96	United Nations Sabbatical Leave Programme for the year 1997	See ST/IC/1997/49 for the Sabbatical Leave Programme for the year 1998
ST/IC/1996/77	18/12/96	Language and communication skills training - 1997 programme	See also ST/IC/1997/23 and ST/IC/1997/53. See ST/IC/1997/78 for 1998 programme

Symbol	Date issued	Subject	Remarks
ST/IC/1997/23	8/4/97	Language proficiency examinations	See also ST/AI/207, ST/IC/1995/73, ST/IC/1996/77 and ST/IC/1997/53
ST/IC/1997/47	13/8/97	1998 competitive examination for promotion to the Professional category of staff members from other categories	See also ST/SGB/173, ST/AI/418, ST/IC/1997/81 and ST/IC/1997/84
ST/IC/1997/49	14/8/97	United Nations Sabbatical Leave Programme for the year 1998	Expiration date: 31/12/1998. See also ST/IC/1996/41 and Corr.1
ST/IC/1997/52	22/8/97	1998 national competitive recruitment examinations	Expiration date: 31/12/1998. See also ST/SGB/210 and ST/AI/1997/1
ST/IC/1997/53	25/8/97	1998 language proficiency examinations	Expiration date: 31/12/1998. See also ST/AI/207, ST/IC/1995/73, ST/IC/1996/77 and ST/IC/1997/23
ST/IC/1997/78	21/11/97	Language and communication skills training at Headquarters - 1998 programme	Expiration date: 31/12/1998. See also ST/AI/113, ST/AI/207 and ST/IC/1995/73
ST/IC/1997/81	8/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/84
ST/IC/1997/84	10/12/97	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 30/11/1998. See also ST/SGB/173, ST/AI/418, ST/IC/1997/47 and ST/IC/1997/81

Symbol	Date issued	Subject	Remarks
		16. United States taxes	
ST/IC/84/10	26/1/84	Staff members who are not United States nationals but receive investment income from United States sources	See also ST/IC/84/74
ST/IC/84/74	24/10/84	Changes in United States tax legislation concerning individuals in the United States who are not United States nationals	See also ST/IC/84/10 and ST/IC/1991/39
ST/IC/84/80	3/12/84	Payment of income taxes	See also ST/IC/87/64
ST/IC/87/64	23/12/87	Confirmation of tax return information	See also ST/IC/84/80
ST/IC/1991/39	3/6/91	Significant changes in United States estate tax and their possible effect on non-United States citizen staff members	
ST/IC/1996/5	8/1/96	Payment of income taxes (1996)	See also ST/IC/1996/73
ST/IC/1996/73	10/12/96	Payment of income taxes	See also ST/IC/84/80 and ST/IC/87/64
		17. Visas	
ST/IC/78/53	24/8/78	Employment of family members on G-4 visas	See also ST/AI/294, ST/IC/89/13 and ST/IC/1996/49
ST/IC/87/16 ST/IC/87/16/Corr.1	30/3/87 3/4/87	United States Immigration Reform and Control Act of 1986	See also ST/IC/89/7 and ST/IC/1995/42
ST/IC/87/27 (English only) ST/IC/87/27/Add.1 (English only)	27/5/87 30/7/87	Information on United Nations staff members and members of their household requested by the United States Mission	
ST/IC/89/7	17/1/89	United States Immigration Technical Corrections Act of 1988	See also ST/IC/87/16 and Corr.1 and ST/IC/1995/42
ST/IC/89/13	14/2/89	Employment of persons on G-4 visas	See also ST/AI/294, ST/IC/78/53 and ST/IC/1996/49

Symbol	Date issued	Subject	Remarks
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
ST/IC/1995/42	5/7/95	United States Immigration and Nationality Technical Corrections Act of 1994	See also ST/IC/87/16 and Corr.1 and ST/IC/89/7
ST/IC/1996/49	5/8/96	Cancellation of G-4 and G-5 visas on separation or transfer of staff members	See also ST/AI/294 and ST/IC/1997/13
ST/IC/1997/13	18/2/97	New requirements by the host country for personal employees on a G-5 visa	See also ST/IC/1996/49 and ST/IC/1997/18
ST/IC/1997/18	6/3/97	Household employees of United Nations staff members: participation in the United States Social Security Programme	See also ST/IC/1996/49 and ST/IC/1997/13

XII. PROPERTY AND SUPPLIES

1. Property control

ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/ADM/SER.A/1814	28/10/74	Economy in the use of stationery and office supplies	See also ST/IC/88/18 and ST/IC/1992/76
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272 and ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/88/18	29/3/88	Office paper recycling programme in the Secretariat building	See also ST/IC/1992/76. See also ST/IC/1994/13 in section C.V.1
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	See also ST/IC/1992/14

Symbol	Date issued	Subject	Remarks
ST/IC/1991/4	30/1/91	Software products for microcomputers	See also ST/AI/355, ST/AI/359, ST/AI/361, ST/AI/386, ST/IC/1990/8, ST/IC/1992/14, ST/IC/1995/41, ST/IC/1995/54, ST/IC/1995/72 and ST/IC/1997/61
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386 and ST/IC/1995/54
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	See also ST/IC/1990/8
ST/IC/1992/76	20/11/92	Recycling programme at Headquarters	See also ST/IC/88/18 above and ST/IC/1994/13 in section C.V.1
ST/IC/1993/21	31/3/93	Property management	See also ST/AI/97/Rev.2 and ST/AI/374
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1995/27	12/5/95	Internet project	
ST/IC/1995/41	28/6/95	Sharing WordPerfect documents	See also ST/AI/361
ST/IC/1995/54	25/8/95	Windows 95 software	See also ST/AI/347, ST/AI/355, ST/AI/386, ST/IC/1991/4, ST/IC/1991/18 and ST/IC/1997/61
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386 and ST/IC/1997/70

Symbol	Date issued	Subject	Remarks
ST/IC/1997/61	18/9/97	Implementation of a new desktop operating system on personal computers at United Nations Headquarters	Expiration date: 31/12/1998
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386 and ST/IC/1997/11

2. General

ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323

XIII. PROTOCOL

No information circulars apply at present.

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

ST/IC/1991/12	15/2/91	Travel and shipping restrictions	
ST/IC/1995/1	16/1/95	Procedures for obtaining the release of diplomatic vehicles	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice

2. Expenses

ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381

3. General

ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381
ST/IC/85/18	4/4/85	Standard of accommodation	See also ST/IC/88/6

Symbol	Date issued	Subject	Remarks
ST/IC/85/48	12/9/85	Host country travel regulations	See also ST/IC/85/76, ST/IC/86/4, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1991/3, ST/IC/1992/2 and ST/IC/1992/51
ST/IC/85/76	20/12/85	Host country travel regulations: private travel by staff members in the United States	See also ST/IC/85/48
ST/IC/86/4	14/1/86	Official travel of United Nations staff members in the United States	See also ST/IC/85/48
ST/IC/88/6	3/2/88	Standard of accommodation	See also ST/IC/85/18
ST/IC/89/10	1/2/89	Host country travel regulations	See also ST/IC/85/48
ST/IC/1990/13 ST/IC/1990/13/ Amend.5	19/3/90 28/12/95	Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel	See also ST/AI/249/Rev.3 and Amend.4 and ST/AI/257
ST/IC/1990/14 ST/IC/1990/16 ST/IC/1991/3 ST/IC/1992/2 ST/IC/1992/51	14/2/90 16/2/90 16/1/91 10/1/92 3/9/92	Host country travel regulations	See also ST/IC/85/48
ST/IC/1993/45	31/8/93	Official travel agency at Headquarters	